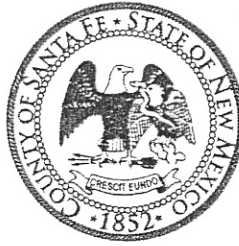


Henry P. Roybal
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

To: Board of County Commissioners
From: Gregory S. Shaffer, Human Resources Director
Via: Katherine Miller, County Manager
Date: March 5, 2019
Re: HR Monthly Report for March, 2019

This monthly report presents select Human Resources information and events for February 2019.

Training and Employee Development

During February, the Human Resources Division conducted 16 live training sessions, and employees attended 166 online training sessions. These training sessions were attended by 291 employees.

Employee Benefits and Wellness

Human Resources will begin the Million Steps Challenge in April with employees signing up throughout the month of March. The Million Steps challenges employees to walk a million steps between April 1 and October 31, 2019. In order to reach the 1 million steps at the end of the 7 months, the daily step goal totals 4673 per day. Using a pedometer, smartphone app or Fitbit, employees log their daily steps and calculate the total number of steps for the month, at the end of the month. There will be a monthly drawing for employees who submit their steps on time and a drawing at the end of the Challenge for all participants who meet the challenge goals.

Recruitment and Promotions

Recruitment. In February, testing was conducted for multiple positions.

Adult Detention Facility. Five (5) applicants participated in Detention Officer testing; five (5) passed; and two (2) were selected to move forward in the hiring process.

Sheriff's Office. Sixteen (16) applicants participated in the written exam for Sheriff Deputy Cadet; six (6) passed the written exam and moved forward with physical agility testing; and five (5) passed the physical agility testing and have moved forward in the selection process.

Promotions. In February, the County had 8 promotions.

County Manager's Office. One (1) employee advanced to a higher position:

- Daniel Fresquez began working for Santa Fe County on November 29, 2010, and progressed from a Department Administrator to a Media Coordinator.

The Treasurer's Office. One (1) employee advanced to a higher position:

- Alyssa Bowles began working for Santa Fe County on October 3, 2016, and progressed from a Tax Cashier I to a Delinquent Tax Systems Specialist I.

Sheriff's Office. One (1) employee advanced to a higher position:

- Adrian Ortiz began working for Santa Fe County on September 15, 2014, and progressed from a Property Control Technician to a Sheriff's Office Computer Specialist.

Public Works Department. Two (2) employees advanced to higher position:

- Jason Jaramillo began working for Santa Fe County on February 22, 2016, and progressed from a Heavy Equipment Operator to Heavy Equipment Operator Lead.
- Lorina Sanchez began working for Santa Fe County on March 1, 1999, and progressed from an Accountant to an Administrative Manager.

Corrections. Two (2) employees advanced to a higher position:

- BennyLee Atencio began working for Santa Fe County on August 27, 2012, and progressed from a Detention Officer to an Adult Detention Officer Sergeant.
- Bernard Atencio began working for Santa Fe County on May 16, 2016, and progressed from a Maintenance Technician to a Detention Officer.

Fire Department. One (1) employee advanced to a higher position:

- Kenneth Quintana began working for Santa Fe County on May 18, 2015, and progressed from a Quality Control Proc. Analyst to a Quartermaster.

We congratulate these promoted employees and thank them for their hard work.

Human Resource and Labor Statistics

In January, the County had 903 full time employees, 3 part time employees, 22 temporary employees, and 10 elected officials. 573 or 63.79% of County employees are members of a bargaining unit represented by a union.

Statistics for each Elected Office, Department, and bargaining unit is set forth in the attached documents entitled, "Human Resources Statistics Report February 2019" and "Labor Statistics for February 2019".

Henry P. Roybal
Commissioner, District 1

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Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

Date: March 1, 2019

To: Board of County Commissioners

From: Gregory Shaffer, Human Resource Director

Via: Katherine Miller, County Manager

Re: Recognition of Years of Service for Santa Fe County Employees for March 2019

Santa Fe County initiated a years of service recognition program in July of 2014. This program recognizes employees on a monthly basis who have completed years of service in five year increments. Santa Fe County recognizes the value of employee retention. It is important that we express our appreciation to those employees who contribute to the County and choose to make their career with us. Employees receive a service pen with the years of service listed.

Department	Division	Last Name	First Name	Hire Date	Svc Yrs (on Anniv)
SHERIFF'S OFFICE	ADMIN/ANIMAL CNTRL/ENFORC	MOSHER	JARED	03-10-2014	5
PUBLIC SAFETY/FIRE	FIRE REGIONS	GRANTHAM PHILIPS	GARRETT	03-17-2014	5
PUBLIC SAFETY/FIRE	FIRE REGIONS	HAUGEN JR	RANDAL	03-17-2014	5
PUBLIC SAFETY/FIRE	FIRE REGIONS	LEYBA	ANTHONY	03-17-2014	5
PUBLIC SAFETY/FIRE	FIRE REGIONS	LOCKLIN	ALEXANDER	03-17-2014	5
PUBLIC SAFETY/FIRE	FIRE REGIONS	MARES	JACOB	03-17-2014	5
GROWTH MANAGEMENT	LAND USE/GIS	VAISA	CHRISTOPHER	03-17-2014	5
PUBLIC SAFETY	CORRECTIONS	BLEA	RUBEN	03-24-2014	5
COUNTY MANAGER	INFORMATION TECHNOLOGY	ESPINOZA	JEFF	03-31-2014	5

SANTA FE COUNTY NEW HIRES
February 1, 2019 - February 28, 2019

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	HIRE DATE
CORDOVA	IVY	CMO - IT	DESKTOP SUPPORT SPECIALIST II	2/16/2019
CRABTREE	RODGER	CMO - IT	SYSTEMS ADMINISTRATOR II	2/16/2019
LEYBA	MARCUS	COUNTY ASSESSOR'S OFFICE	APPRAISER TRAINEE	2/2/2019
BENAVIDEZ	CINDY	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	2/28/2019
BENAVIDEZ	CHARLENE	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	2/28/2019
BLEICH	THOMAS	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	2/28/2019
D'ARCY	PAUL	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD MEMBER	2/28/2019
D'ARCY	KATHERINE	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD	2/28/2019
DE ANDA	MARIA-ESTER	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD	2/28/2019
GUTIERREZ	MARY	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD	2/28/2019
PADILLA DE MARTI	PATRICIA	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD	2/28/2019
SABO	JOSEPH	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD	2/28/2019
SENA	JEANNIE	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD	2/28/2019
VIGIL	SYLVANIA	COUNTY CLERK'S OFFICE	ABSENTEE PRECINCT BOARD	2/28/2019
MANZANARES	JENNIFER	COUNTY TREASURER'S OFFICE	CHIEF DEPUTY TREASURER	2/26/2019
FARMER	JONATHON	PSD - CORRECTIONS	DETENTION OFFICER	2/2/2019
MAESTAS	BEVERLIE	PSD - CORRECTIONS	DETENTION OFFICER	2/2/2019
MARTINEZ	ROBERT	PSD - CORRECTIONS	DETENTION OFFICER	2/2/2019
PACHECO	RICHARD	PSD - CORRECTIONS	DETENTION OFFICER	2/2/2019
RODRIGUEZ	ANDREW	PSD - CORRECTIONS	DETENTION OFFICER	2/2/2019
RUIZ	FERNANDO	PSD - CORRECTIONS	DETENTION OFFICER	2/2/2019
AFRICA	DEIDRE	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	2/16/2019
WELLS	MADELINE	PSD - FIRE DEPARTMENT	VOLUNTEER FIRE FIGHTER	2/16/2019
SPEAR	ROBERT	PSD - RECC	EMERGENCY COMM SPEC TRAINEE	2/2/2019
MONTOYA	GILBERT	PW - PROJECT & FACILITIES MGT	MAINTENANCE TECHNICIAN	2/2/2019
GIOFFREDO	JUSTIN	SHERIFF'S OFFICE	SHERIFF DEPUTY II	2/9/2019
LOVATO	DIEGO	SHERIFF'S OFFICE	SHERIFF DEPUTY CADET	2/9/2019

Human Resources Statistics Report

February 2019

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
County Manager's Office	01-COUNTY MANAGER ADMINIS.	6		6			1	7
	02-COMMISSION	5		5	5			5
	12-MAIL ROOM	1		1				1
	15-HUMAN RESOURCES	12	1	11			1	13
	21-FINANCE	23		23			3	26
	24-PURCHASING	7		7			2	9
	22-PUBLIC INFORMATION OFFICE						1	1
	23-SANTA FE FILM OFFICE	2		2				2
	25-INFORMATION TECHNOLOGY	20		20			1	21
CMO Total		76	1	75	5	0	9	85
Legal Office	01-LEGAL ADMINISTRATION	10		10				10
	02-RISK MANAGEMENT	5		5				5
Legal Office Total		15	0	15	0	0	0	15
Community Services Department	04-DWI LOCAL	9		9				9
	20-INDIGENT HOSPITAL FUND	1		1			2	3
	21-EMS-HEALTH CARE	3		3				3
	74-MOBILE HEALTH FAIR VAN						5	5
	78-TEEN COURT JUVENILE ADJUD	1		1				1
	89-SENIOR PROGRAMS - ADMIN.	14		14			2	16
	90-SR SVCS-CONGREGATE MEALS	5		5			2	7
	92-SR SVCS - HOME DELIVERED	7		7		1	1	8
	93-SR SVCS - TRANSPORTATION	2		2				2
	94-DWI COMPLIANCE EXPAN.-TSB	1		1				1
	95-BEHAVIORAL HEALTH	1		1				1
	01-ADMINISTRATION	3		3			1	4
	01-POJOAQUE SATELLITE OFFICE							
	02-EDGEWOOD SATELLITE OFFICE					1		
CSD Total		47	0	47	0	2	13	60
Growth Management Department	01-LAND USE ADMINISTRATION	5		5				5
	02-PLANNING	10		10				10
	14-GIS	9		9				9
	16-BUILDING & DEVELOPMENT	15		15				15
	17-ECONOMIC DEVELOPMENT	1		1				1
GMD Total		40	0	40	0	0	0	40
Housing Department	30-ADMINISTRATION	11		11			3	14
	49-HOUSING SECTION 8 VOUCHER	1		1			1	2
	51-FSS GRANT	1		1				1
	52-ROSS GRANT	1		1				1
	87-HOUSING CFP - 2017	1		1				1
Housing Department Total		15	0	15	0	0	4	19
Public Safety Department	01-FIRE ADMINISTRATION	33		33			2	35
	11-FIRE REGIONS	94		94		1		94
	15-WILDLAND PROGRAM	3		3			6	9
	85-2018 YCC Grant					6		
	01-CORRECTIONS ADMINISTRATION	5		5			1	6
	60-ADULT FACILITY	130		130			27	157
	62-MAINTENANCE DIVISION	5		5			2	7
	63-MEDICAL SERVICES	22		22			11	33

Human Resources Statistics Report

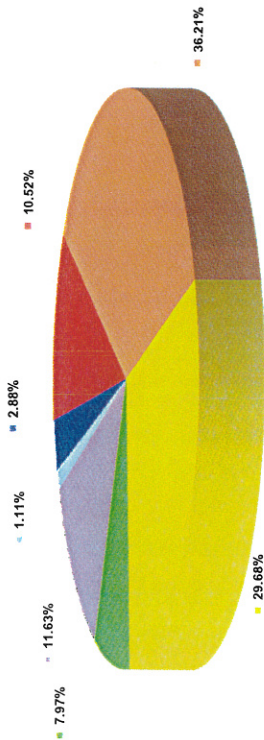
February 2019

Department/Office	Division	Regular Employees	Part Time	Full Time	Elected Officials	Temps	Vacancies	Total Positions
	65-ELECTRONIC MONITORING	6		6			1	7
	70-YOUTH DEVELOPMENT FAC.	25		25			4	29
	01-RECC	39		39			12	51
PSD Total		362	0	362	0	7	66	428
Public Works Department	01-PUBLIC WORKS ADMIN.	12		12			1	13
	02-FLEET SERVICE	10		10				10
	03-TRAFFIC ENGINEERING	7		7				7
	05-SOLID WASTE	20	1	19			2	22
	11-ROAD MAINTENANCE	36		36			4	40
	02-PROPERTY CONTROL	13		13			1	14
	03-BUILDING SERVICES	18	1	17				18
	18-PROJECT DEVELOPMENT DIV	10		10			1	11
	26-OPEN SPACE	9		9				9
	10-WATER	16		16			3	19
	15-AAMODT	2		2				2
	20-WASTEWATER	1		1				1
	51-OFFICE OF SUSTAINABILITY	3		3				3
PWD total		157	2	155	0	0	12	169
County Clerk's Office	01-REPORTING & RECORDING	11		11	1		6	17
	02-BUREAU OF ELECTIONS	10		10		12	3	13
County Clerk's Office Total		21	0	21	1	12	9	30
County Treasurer's Office	01-COUNTY TREASURER ADMIN.	12		12	1		2	14
County Treasurer's Office Total		12	0	12	1	0	2	14
County Assessor's Office	01-COUNTY ASSESSOR ADMIN.	26		26	1		3	29
	11-PROPERTY VALUATION	12		12		1	1	13
County Assessor's Office Total		38	0	38	1	1	4	42
Sheriff's Office	01-ADMIN/ANIMAL CNTRL/ENFORC	118		118	1		12	130
	08-REG III HIDTA GRANT PY	1		1				1
	06-REG III-HIDTA GRANT	1		1				1
Sheriff's Office Total		120	0	120	1	0	12	132
County Probate Judge	01-COUNTY PROBATE JUDGE				1			
County Probate Judge Total		0	0	0	1	0	0	0
TOTAL		903	3	900	10	22	131	1034

LABOR STATISTICS FOR FEBRUARY 2019

Number of Employees		Percentage of Union Status		Number of Paying Dues Members		Percentage of Paying Dues Members	
AFSCME Employees	268	AFSCME Employees	29.68%	AFSCME Employees	30	AFSCME Employees	11%
NMCP SO (Sheriff) Employees	72	NMCP SO (Sheriff) Employees	7.97%	NMCP SO (Sheriff) Employees	54	NMCP SO (Sheriff) Employees	75%
AFSCME (Corrections) Employees	105	AFSCME (Corrections) Employees	11.63%	AFSCME (Corrections) Employees	55	AFSCME (Corrections) Employees	52%
AFSCME (Medical) Employees	10	AFSCME (Medical) Employees	1.11%	AFSCME (Medical) Employees	4	AFSCME (Medical) Employees	40%
NMCP SO (RECC) Employees	26	NMCP SO (RECC) Employees	2.88%	NMCP SO (RECC) Employees	16	NMCP SO (RECC) Employees	62%
IAFF (Fire) Employees	95	IAFF (Fire) Employees	10.52%	IAFF (Fire) Employees	88	IAFF (Fire) Employees	93%
Total Number of Union Employees	576	Total Percentage of Union Employees	63.79%	Total Number of Employees Paying Dues	247		
Non-Union Employees	327	Non-Union Employees	36.21%				
Total Number of Employees	903						

Number of Employees



Number Paying Dues Members

